



FY2024 Victims of Crime Act (VOCA) and State Victim Assistance Funding Request
for Grant Applications

Massachusetts Victim and Witness Assistance Board

Attorney General Maura Healey, Chair

Jonathan Blodgett, District Attorney, Essex County

Anthony Gulluni, District Attorney, Hampden County

Lavinia Weizel, Public Member

Danielle Sicard, Victim/Public Member

Liam T. Lowney, Executive Director

Massachusetts Office for Victim Assistance

One Ashburton Place, Suite 1310

Boston, MA 02108

moval@mass.gov

<http://www.mass.gov/moval>

MOVA's mission is to empower all victims and survivors of crime across the Commonwealth.

Massachusetts Office for Victim Assistance

FY2024 VOCA and State Victim Assistance Funding Request for Grant Applications (RGA)

RGA File Name/Title:

FY2024 VOCA and State Victim Assistance Funding

RGA File Number:

24VOCASTATEVWA

Procuring Department:

Massachusetts Office for Victim Assistance
One Ashburton Place, Suite 1310
Boston, MA 02108

Procurement Team Leader:

Ashlee Renich-Malek, Grants Administration Specialist

E-mail address:

movagrants@mass.gov

Applicable Procurement Law

MOVA adheres to 815 CMR 2.00, the Comptroller's policy for State Grants, Federal Sub-Grants and Subsidies (September 2014). Information pertaining to these procurement regulations may be found on the [comptroller's website](#).

Expected Duration of Contract (initial duration and any options to renew)

<i>Contract Duration</i>	<i>Number of Options</i>	<i>Number of Years</i>	<i>Instructions</i>
Initial Duration	n/a	1 year (July 1, 2023 - June 30, 2024)	One year renewal contract
Renewal Options	n/a	n/a	MOVA reserves the right to renew or extend contracts.

Introduction

This procurement is for currently VOCA funded programs only. **Agencies with multiple VOCA funded programs must combine programs into one application during this procurement.** The purpose of this procurement is to provide continued support to agencies providing counseling, advocacy, and intervention services free of charge to victims of crime.

The Massachusetts Office for Victim Assistance (MOVA) operates under the guidance of the Victim and Witness Assistance Board (VWAB). The VWAB administers funds for victim services available through the Federal Victims of Crime Act of 1984 (VOCA), VOCA statute 34 USC 20103, which authorizes states to sub-award annual VOCA grants for the financial support of eligible crime victim assistance programs.

Note: Funding through this RGA is intended to support services for individuals who identify or share that they have experienced physical, financial, or emotional harm due to a crime. While this RGA references “victims” and “survivors,” MOVA understands that not all individuals identify or define themselves with these words. The victim **is not** required to report the crime to law enforcement or participate in the criminal legal system to be eligible for services.

The contract duration will be for state fiscal year 2024, July 1, 2023 through June 30, 2024. Funding associated with this grant is subject to final state appropriations, receipt of identified federal funds, and approval by the VWAB. MOVA reserves the right to not award funding, reduce grant awards, and/or modify required services or priorities associated with these grants in the event of a reduction to available funding. MOVA reserves the right to renew and/or extend contracts beyond June 30, 2024.

MOVA also reserves the right to increase grant awards and/or make additional awards to one or more of the sub-recipients by taking into account the responses submitted to this application, the needs of the communities, and/or best value to the Commonwealth. All grant awards are made by the VWAB.

Eligibility

Only applicants who received a FY2023 VOCA Victim Assistance award and whose contracts end June 30, 2023 may apply during this renewal period. Only one application per agency or organization can be submitted during this procurement. If an agency currently receives funding for multiple programs, the program applications and funding requests must be combined into one application in eGrants. MOVA reserves the right to reject multiple applications submitted in eGrants and request that they are revised into one.

Successful applicants must abide by the requirements outlined in this RGA and the current edition of the VOCA Policies & Procedures Manual. Applicants must have an active registration and be in compliance with the Non-Profit Organizations/Public Charities Division of the Attorney General’s Office (AGO) at the time of award. Applicants are strongly encouraged to read all documents thoroughly prior to preparing an application.

Priority Categories

VOCA guidelines require each state allocate at least 10% of the total annual federal VOCA award to each of the following priority categories:

- Child Abuseⁱ
- Domestic Violenceⁱⁱ
- Sexual Assaultⁱⁱⁱ

In order to meet this requirement, MOVA has determined underserved populations include, but aren’t limited to:

- Culturally specific populations
- Survivors of homicide victims
- Persons with disabilities
- LGBTQIA2+ victims

If selecting any of the above underserved priority areas in Section II of the application, the services of your agency or program must be *designed* and *intended* to serve the selected underserved populations. Evidence, including but not limited to mission statement or explanation of how your services are designed and intended for the selected population(s), must be provided.

MOVA may disburse more than 10% of its VOCA funds to any one area of special need, and MOVA is able to from fund applicants providing direct services to crime victims who do not fall within these groups.

Available Funding

Due to a reduction to recent federal award amounts, MOVA has limited funding available to support this renewal. For FY24, MOVA anticipates making between \$34,461,497M and \$49,149,950M available in awards via federal VOCA and supplemental state funding. VOCA policies, procedures, and requirements will still apply to all awards, regardless of funding source(s).

MOVA will be prioritizing the following expenses for the FY24 renewal: direct service staff personnel costs (salary, fringe, related indirect costs where applicable), administrative and management staff personnel costs necessary to manage the funded award (salary, fringe, related indirect costs where applicable), and client emergency expenses (i.e. grocery gift cards, emergency lodging, etc.). MOVA reserves the right to reduce funding requests in these categories. Including only these items in a funding request does not preclude an applicant from reductions, nor does having additional items outside of those listed here necessitate automatic reductions. Funding decisions will be guided in part by the needs of the communities, VOCA federal requirements, and/or best value to the Commonwealth. Additional evaluative criteria may apply.

Matching Requirement and Waivers

In accordance with federal law, MOVA will issue a blanket waiver of the match requirement for all successful applicants through the grant duration of July 1, 2023 – June 30, 2024. Applicants can choose to opt out of the match waiver within their application.

Method for Cost Reimbursement

MOVA grants are cost reimbursement grants. Reimbursements will be made only for costs included in the approved program budget and only after the approved costs are incurred by the agency. Successful applicants will be provided the necessary instruction regarding the reimbursement process. Successful applicants must have sufficient funds on hand to support the project without a cash advance. Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

Civil Rights Compliance

All programs, activities, and services provided, performed, funded, or contracted by MOVA shall be conducted without discrimination. Agencies must be in compliance with relevant state and federal non-discrimination laws and policies. Specific information will be sent to successful applicants during award contracting.

Application Process

COMMBUYS

[COMMBUYS](#), the Commonwealth's Procurement system, will be utilized for posting the Request for Grant Applications. [eGrants](#), MOVA's grants management system, will be utilized for the completion and submission of the grant application.

Timeline

December 5, 2022	Anticipated Date, Release of Request for Grant Applications on COMMBUYS and application open on eGrants
December 7, 2022	eGrants: Practice to Perfect Application Walkthrough (optional webinar) 1:00pm-2:00pm. Register here .
December 12, 2022	Application Informational Session (optional webinar) 1:00pm-3:00pm. Register here .
January 9, 2023	Technical Assistance Session (optional webinar) 1:00-2:00pm. Register here .
February 6, 2023	Deadline to submit questions regarding RGA Answers to question will be posted on COMMBUYS and www.mass.gov on or before February 8, 2023
February 15, 2023	Grant Submission Deadline 12:00 p.m. EST via MOVA's eGrants system
Spring 2023	Pending Victim and Witness Assistance Board Meeting: Vote on VOCA awards
Spring 2023	FY24 VOCA contracting process via MOVA's e-grants system
July 1, 2023	Start date for FY24 VOCA grant
June 30, 2024	End date for FY24 VOCA grant

Note: Timeline is subject to change at the discretion of MOVA and/or the Victim and Witness Assistance Board.

eGrants Walkthrough

MOVA will be hosting an eGrants walkthrough for applicants via webinar on December 7, 2022 from 1:00-2:00pm. Attendance is not required. Registration link available in the timeline above. The session will be recorded and available on MOVA's website.

Informational Session

An informational session will be held via webinar on December 12, 2022 from 1:00-3:00pm. Attendance is not required. Registration link available in the timeline above. The session will be recorded and available on MOVA's website. Applicants are also encouraged to submit questions as detailed in the section below.

Questions/Technical Assistance

Ashlee Renich-Malek, Grants Administration Specialist, is the designated Procurement Team Leader for this RGA. MOVA will host an optional webinar on January 9, 2023 from 1:00-2:00pm to address technical assistance questions. Applicants may submit questions about the RGA or Policies and Procedures until February 6, 2023. Questions may be submitted via e-mail to movagrants@mass.gov. Answers to all questions received will be posted on [COMMBUYS](#) and www.mass.gov on or before February 8, 2023.

Any amendments, cancellations, or corrections and clarifications to this RGA will be made by the Procurement Team Leader. Notifications will be posted on [COMMBUYS](#) and sent via e-mail to applicants intending to apply.

Application Instructions

Applicants should only submit one application per agency. Agencies who have previously received separate awards for different programs must combine all programs and respective funding requests into one application. Via the eGrants system (<https://mova.intelligrants.com/>) select FY24 VOCA Application from the “My Opportunities” section on your homepage in order to proceed with your application.

Section I

Enter contact information for applicant agency, leadership, fiscal/programmatic contacts, and contract manager. All fields with a * are required. To confirm the information completed in this and future forms, applicants must use the save button at the top right corner of the screen.

Section II

Match Waiver

MOVA is issuing automatic match waivers for all FY24 awards. Indicate if your agency will opt out of the automatic match waiver.

Crime Type Served

Estimate the percentage of your MOVA-funded services that will be directed towards each crime type. If a type of crime is not served, you may leave the cell blank or enter zero. The information entered **MUST** equal to 100%. The fields will automatically populate to a percentage when you enter a number. If providing services directed to any other crime type not already included in the list, you may enter the crime type in the explanation field under ‘Other Violent Crime’ or ‘Other Non-Violent Crime’ and fill in the appropriate allocation. Add an additional row for each crime type listed under ‘Other Violent Crime’ or ‘Other Non-Violent Crime.’

Specific Underserved Populations Served

In order to select any of the Specified Underserved Populations in this section, the services of your agency or program must be *designed* and *intended* to serve the selected underserved populations. In the first part of this section (2a), provide documentation to support your selections. Examples of supporting documentation may include your agency/program mission statement or an explanation of how your services are designed and intended for the selected population. In the second part of this section (2b), estimate the percentage of your VOCA-funded services that are provided to the designated underserved victim/survivor population. Percentages in each category can range from 0-100%. The total percentage of all the categories can equal more than 100%. It is not required that the populations listed in this section are served with your program. MOVA may prioritize a percentage of funding to serve these identified populations.

Program Narrative

In narrative form:

- Provide a scope for the services proposed in the application. If combining multiple programs into one application, make sure to address all programs with 1-2 sentences each.
 - For example:
 - The VOCA grant at the district attorney’s office will support two programs: a CAC and a DV shelter. The CAC will be dedicated to providing workshops, resources, and referrals to children and their families. The DV shelter will host up to 10 survivors (and dependents) while supporting clients’ pursuit of restraining orders, future safety plans, and other supports.
- Describe any notable changes between your FY24 funding request and your current FY23 budget.
 - For example:
 - *Travel and Other Cost Categories:* out of state training and related travel which was included on FY23 budget in the amount of \$5,000 has been removed.

- *Other Cost Category:* client emergency expenses reduced from \$10,000 in FY23 budget to \$1,000 in FY24 request. Remaining \$9,000 moved to salary to support cost of living increases for advocates.
- If any FY22 funds were reverted and/or if there are plans to revert FY23 funds, provide an explanation discussing why. A response to this question is required when applicable.

Organizational Questionnaire

Submit form addressing questions based on applicant agency.

FY24 Funding Request

In eGrants, click into each budget category, fill out the information for each line item at the top of the page, and then save the page before continuing on to the bottom of the page, where a Budget Narrative is required for each respective line item. Each line item requires a denotation of either an administrative or direct cost. Direct costs or expenses can be defined as goods or services that are chargeable or assignable to the award or cost objective in accordance with the relative benefits received. Administrative costs or expenses can be defined as costs associated directly with administering a victim assistance program.

Applicants are encouraged to include whole numbers in their funding requests (e.g., round up to the nearest dollar for each cost). Review the VOCA Policies & Procedures Manual and additional resources on [MOVA's website](#) for more information on the allowable costs within each category.

Each line item will require a subsequent Budget Narrative at the bottom of the page to justify and explain all costs in full detail. MOVA recommends that applicants fill out all respective expenses at the top of the page first, save using the button at the top right of the page, and then fill out the Budget Narrative sections that pop up after saving. After filling out all budget categories, review the Budget Summary tab and save once accuracy is confirmed.

Salary Page

At the top of the Salary page in the funding request, applicants will be asked how many hours per week is considered full-time at their agency (i.e. 35 hours per week, 40 hours per week, etc.). This number will be used to auto-calculate the full-time equivalent (FTE) for each employee in the funding request, which will then auto-calculate into the number of full-time equivalents (FTEs) at the top of the page.

For each employee, applicants must also select which staff category is most fitting. The categories are as follows:

- Direct Staff: Advocate/Counselor
 - May include: Victim Service Provider, Hotline Staff, Relief Staff, Direct Care Staff, Support Staff, Case Manager, Legal Advocate
- Direct Staff: Clinician
 - Instructions: This category is reserved for positions that require a license to practice.
- Direct Staff: Direct Staff Supervisor
- Direct Staff: Lawyer
- Direct Staff: Program Director/Coordinator
- Direct Staff: Other
- Admin Staff: Agency Leadership
 - May include: Executive Director, President
- Admin Staff: Fiscal/Billing Staff
- Admin Staff: Program Director/Coordinator
- Admin Staff: General
 - May include: Executive Assistant, Administrative Assistant, Office Manager
- Admin Staff: Other

Although there are examples listed for some of the staff categories above, MOVA encourages applicants to select the staff category that is most representative for each position in the funding request. If a staff member fits into multiple categories, select the category that represents how the majority of the staff member's funded time is spent

Otherwise, fill out the top of the page with each employees' information, save, fill out the Budget Narrative section, and save one more time before moving on to the other funding request categories.

Indirect Costs

Applicants should follow MOVA's Policies and Procedures when requesting funding to support indirect costs. Indirect remains an allowable cost, however, it is not required be included in a funding request. Agencies may choose not to request indirect cost dollars in order to prioritize funding to sustain and support direct services. Please identify this change in your application using program narrative question #2. Refer back to MOVA's available funding section (pg. 4) for more information. Applicants may negotiate an indirect rate with MOVA. For more information on this process, contact the Procurement Team Leader.

Funding Prioritization Form

The Funding Prioritization form will auto-populate all the line items and their respective VOCA dollar requests from the funding request (salary and fringe will be combined into one line). MOVA recommends that applicants fill out and save the entire funding request before moving on to the Funding Prioritization form.

In this form, use the dropdowns to assign each line item a numerical ranking of priority (item ranked #1 being the most important) to be supported by VOCA funding. Each number can only be used once, and a ranking is required for each line item. Use the explanation section to provide justification for each cost's ranking, including how the item is essential to continuing service delivery and if there is other funding available to support that item.

Pass-Through Agencies

Pass-through agencies are those who primarily utilize VOCA funding to fund subawards. If you are unsure if your agency is a pass-through, contact the Procurement Team Leader.

The prioritization form not required for pass-through agencies. At the top of the form, indicate if you are a pass-through agency.

Required Uploads

Authorized Signatory Form

Fill out the Authorized Signatory section with the authorized signatory's name, title, and email address. Click on the link to download the authorized signatory form, fill out and sign the form, and reupload the form using the upload button in this section. The authorized signatory information on the eGrants page must match the signed form.

Pass-Through Agencies

Pass-through agencies are required to use the Optional Upload section of the Required Uploads form to upload each subaward's funding request.

Grant Application Submission

Applications are due on eGrants no later than 12:00pm EST on Wednesday, February 15, 2023

Final decisions to extend or waive deadline requirements due to extraordinary circumstances (such as the closure of state government due to inclement weather conditions, strikes, or unforeseen circumstance) may warrant an exception, which will be communicated by MOVA. Individual applications received after the submission deadline may be subject to additional evaluative criteria.

Evaluation Criteria

Incomplete and/or ineligible applications may not be funded in whole or in part. MOVA reserves the right to follow up with agencies during the application review process for more information or clarification.

The evaluation system is an evaluative tool only and is not wholly determinative of which or how agencies are awarded grants. MOVA will make a best value determination and reserves the right to apply additional evaluative criteria in decision making and to negotiate budgets with successful applicants. A best value determination means it is in the best value of the Commonwealth for evaluation criteria to measure factors beyond cost.

Evaluative criteria may include but are not limited to:

- Prioritization of costs that are essential to the provision of direct services to victims of crime, as identified by MOVA. MOVA reserves the right to remove or reduce costs which do not align with these categories.
- VWAB's commitment to dedicating funds to previously underserved victims of crime (identified on page 4);
- VWAB's compliance with federal VOCA priority funding categories (identified starting on page 3);
- Geographic distribution of funds throughout the Commonwealth;
- Prior compliance with VOCA policies and procedures;
- Monitoring findings and agency response;
- Program history of reversion during the FY2020, FY2021, and FY2022 contract periods;
- Review of OMT data and the overall utilization of prior awards to support direct services;

Debriefing Procedures

Applicants may request a debriefing from MOVA. To request a debriefing, the agency must contact the Procurement Team Leader via e-mail. Requests for debriefing must specify which grant the debrief request is referring to and be received within 14 days of the award vote by the VWAB.



The recipient of funds must also agree to abide by the Office of Justice Programs (OJP) Financial Guide, effective edition, [Office of Justice Programs Financial Guide](#). For more information, see the General Subgrant Conditions posted on www.mass.gov/mova

If selected for a VOCA award, a copy of the Standard Contract Form/ISA will be e-mailed to the Executive Director/leadership of your agency and must be signed before the deadline in order to enter into a contract with the Commonwealth. By signing this form, the Contractor agrees to comply with all applicable Massachusetts and federal laws and regulations and to perform the contract in accordance with the Commonwealth Terms and Conditions for Human and Social Services.

The applicant may not alter this RGA or its components except for those portions intended to collect the bidder's response. Modifications to the body of the RGA, application, specifications, terms and conditions, or any other documents that would change the intent of this RGA are prohibited. Any modifications other than those made where the applicant is prompted for a response will disqualify the response.

ⁱ Inclusive of all forms of child abuse (e.g. physical and emotional abuse, neglect, and sexual abuse/assault). This category may include physical abuse that is nonaccidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, strangulation, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. This category may include activities such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person. Includes teen sexual assault.

ⁱⁱ A crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender, including spouses, ex-spouses, boyfriends and girlfriends, ex-boyfriends and ex-girlfriends, and any family members or persons residing in the same household as the victim. Involves a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Child exposure to domestic violence also falls within this category.

ⁱⁱⁱ Includes a wide range of sexual violence and victimizations; crimes that include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not involve force and include such things as grabbing, fondling, and verbal threats. Also included is rape, which is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ by another person, without the consent of the victim; may also include penetration of the mouth by a sex organ by another person. Child sexual abuse should not be included in this category and, instead, should be included under Child Abuse.